

*City of Florence*

250 Hwy 101, Florence, OR 97439  
[www.ci.florence.or.us](http://www.ci.florence.or.us)

WALK-THROUGH PROCESS  
REQUEST FOR PROPOSAL FOR IT SERVICES

Dated November 2, 2021

WALK-THROUGH PROCESS

Thank you all for participating in the walk-through of the City's IT infrastructure. The agenda for the walk-through has been attached. Here are some things that you will need to know:

1. Please check in with the front counter at City Hall prior to your scheduled time. Our IT Manager, Les Cardwell, will meet you there.
2. No questions will be answered until the Q&A session at 3:45 so that everyone is able to hear all questions and receive all the answers. The session will be recorded and posted to the City's website at [www.ci.florence.or.us/rfps](http://www.ci.florence.or.us/rfps) for review.
3. The City requires anyone entering any City facility to wear a face mask covering both your nose and mouth while in the building. If you do not have a mask, one will be provided to you. Every attempt to provide adequate distancing will be made, but due to the nature of the tour it may not be possible at all times.
4. The Q&A session will be held in Council Chambers located at City Hall, 250 Highway 101, Florence. In order to record the session, questions will be taken one respondent at a time in the order of your tours. You will be required to sit at the speaker's table in front of a microphone when it is your time for questions. A period for follow-up questions you may have after hearing all answers will be provided after the main Q&A section.

If you have any questions, please contact Anne Baker, Administrative Services Director, at 541.977.3436.

Approved by,

*Anne Baker*

Anne Baker  
Administrative Services Director



**Public Works**  
2675 Kingwood St.  
(541) 997-4106

**City Manager /  
City Recorder**  
900 Greenwood St.  
(541) 997-3437

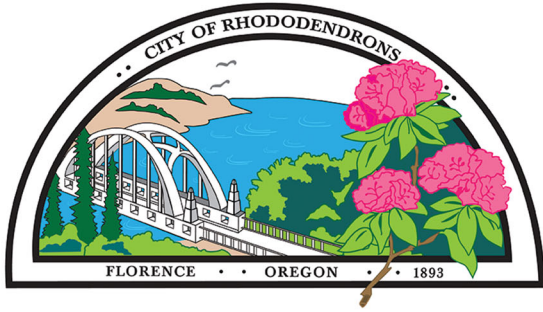
**Community Development:  
Planning & Building**  
2675 Kingwood St.  
(541) 997-8237

**Finance /  
Utility Billing**  
2675 Kingwood St.  
(541) 997-3436

**Justice Center**  
900 Greenwood St.  
(541) 997-3515

**Florence Events Center**  
715 Quince St.  
(541) 997-1994





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WALK-THROUGH SCHEDULE

08:30 Ambient IT Solutions  
11:00 Executech  
12:00 LUNCH  
01:15 StepUP IT Services  
02:30 Hyak  
03:45 Q&A SESSION, CITY HALL



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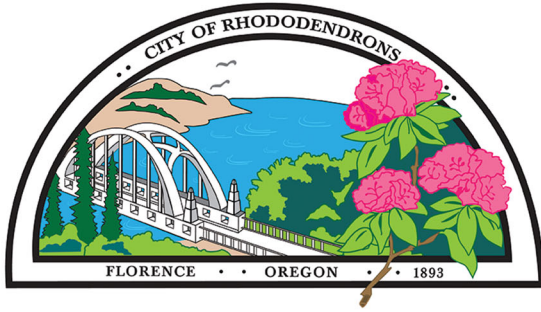
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WALK-THROUGH AGENDA

1. City Hall
2. Justice Center
3. Public Works
4. Events Center



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